

Baraboo Community Development Authority
Minutes of the Regular Monthly Meeting
Tuesday, August 6, 2019

The meeting was called to order by Chairperson Wastlund at 7:00 p.m. in Room 205, Baraboo Municipal Building, 101 South Blvd., Baraboo, WI 53913

I/II. Call to Order/Roll Call

Present: Wastlund, Fordham, Koehler, Bobholz, Kierzek, Petty, Skare
Absent: None
Staff: Patrick Cannon

III. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

IV. Approval of Agenda

A motion was made to approve the agenda as presented.

Bobholz (1); Koehler (2)

Aye: All via voice vote

Nay: None

V. Approval of Minutes

A motion was made to approve the meeting minutes for July 2, 2019 as presented with minor changes.

Fordham (1); Petty (2)

Aye: All via voice vote

Nay: None

VI. Announcement of Public Events

Concerts on the Square will be held this week

VII. Public Comment

No one wished to make a comment at this time.

VIII. Receipt of Financial Statements and Approval of Vouchers

a. July 1, 2019 to July 31, 2019 Vouchers

b. Financial Statements – July, 2019

c. Vacancy Report

d. Outstanding Loan Report

A motion was made to approve the vouchers as presented.

Petty (1); Bobholz (2)

Aye: All via voice vote

Nay: None

IX. Executive Report

The report was included in the packet.

X. Committee Reports

A. BEDC

Did not meet last month.

B. Executive Committee

The Committee met earlier this evening and approved Pay Request #20 and made revisions to the proposed By-Laws.

C. Finance

The Committee has not met since last CDA meeting.

D. Loan Review Committee

The Committee will meet after the CDA meeting tonight.

XI. Old Business

1. Update on CDA Projects

a. Web Site RFP

The Executive Committee will be meeting to discuss the web site page

2. Consideration and discussion of CDA Strategic Plan

The Board would like to meet again to continue these discussions.

XII. New Business

A. Consideration and discussion of revisions to the CDA By-Laws

The Executive Committee had previously reviewed the By-Laws. The Committee has made some revisions and will place the item on the September CDA agenda for consideration. No action was taken.

B. Consideration and discussion the issuance of an RFP for CDA records Management

Staff noted that with the conversion to using MSA Professional Services as the Administrator of the CDBG Loan program, an update and verification of the outstanding loans would be a nice starting point. The current files are difficult to find and or verify the debt.

After discussion of the topic, the Board directed Staff to begin the development of an RFP for establishing a Records Management plan for the CDA loans.

Motion: To direct Staff to draft an RFP for a Records Management plan.

Bobholz (1) Fordham (2)

Aye: All via Voice Vote

Nay: None

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XIII. Board Member Comments

None

XIV. Public Comment

None

XV. Adjournment

Motion:

To adjourn the meeting at 7:55 pm

Petty (1); Koehler (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder